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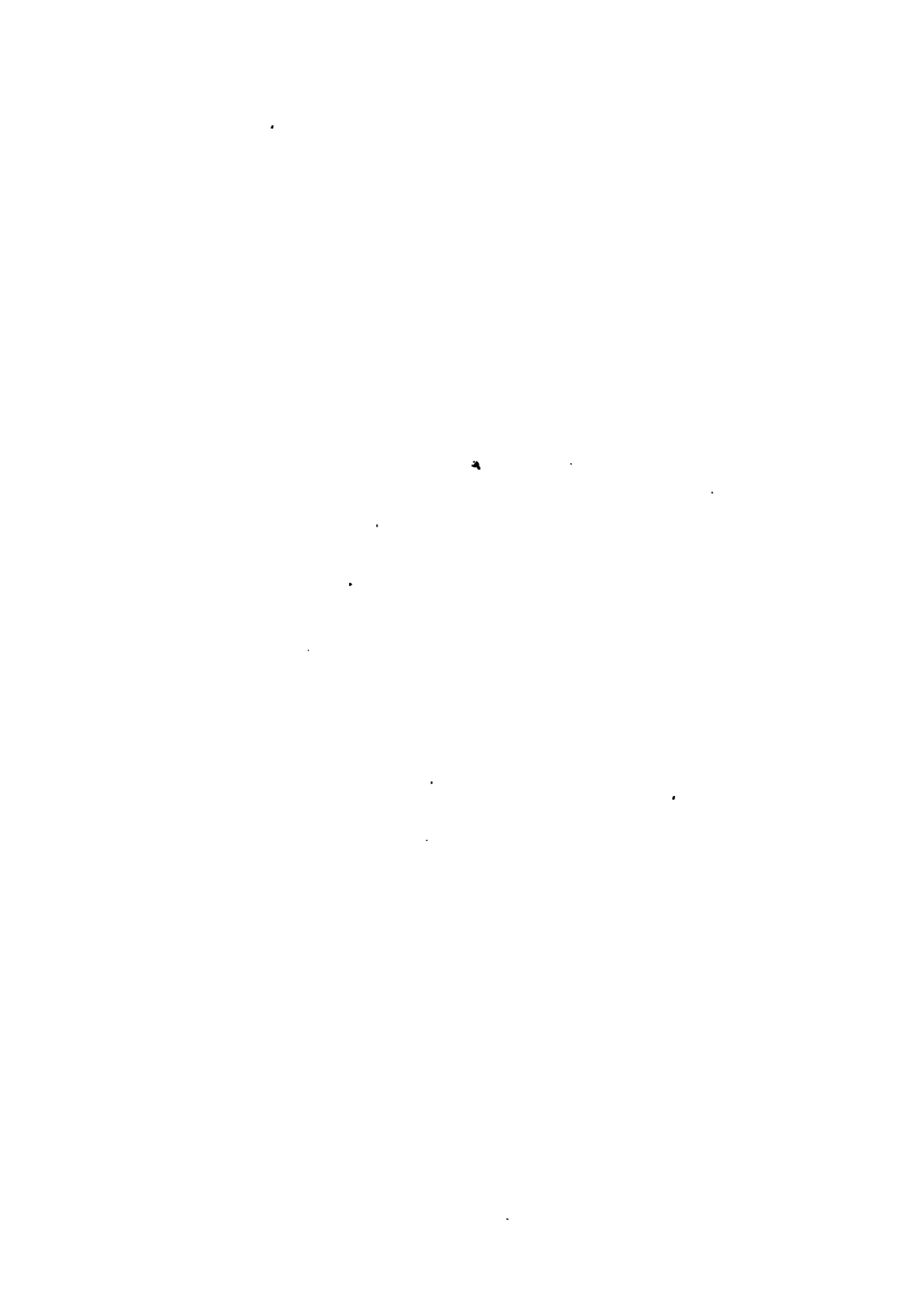
EXPLAINING
THE PRINCIPLES AND RULES OF THE ART OF
SHORT-HAND WRITING,
ILLUSTRATED BY APPROPRIATE PLATES AND EXAMPLES.

COMPILED AND IMPROVED FROM THE LATEST EUROPEAN AND
AMERICAN PUBLICATIONS,

By E. B. BIGELOW, STENOGRAPHER.

LANCASTER
PRINTED BY CARTER, ANDREWS, AND CO.

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PREFACE.

ALTHOUGH short-hand writing has come into disuse, by prejudices consequent upon voluminous, intricate, and expensive treatises heretofore published, and its true merits have been undervalued, the author of this system flatters himself, that, by his perspicuity of arrangement, he shall overcome all obstacles from this source.

Few persons know the advantages of this art, and the facility of acquiring it, otherwise it would be more generally used; and serve to enrich the common-place book of thousands, who now write by long-hand *in hours*, what they could record *in minutes* by the practice of short-hand. In the compilation of this work it has been the sole design to adapt it to the use of private learners, and to illustrate and exemplify the whole theory by rules and engravings, so as to place it within the reach of every individual, without the expense of personal instruction: all of which is compatible with its simplicity. For in this system the novelty of writing consists merely in the active manœuvring of a few simple but significant signs. These signs have been carefully selected, and their respective powers so distinctly defined in the following columns, that any person may readily qualify himself without a teacher to record the language of a public speaker, word by word, so legibly as to be read distinctly at any subsequent time.

Although the value of shorthand can never be duly appreciated, except by those who investigate its principles, still those must be wilfully prejudiced and sceptical who will not acknowledge its utility as a labour and time saving art; especially when the time necessary to its acquisition is reduced to a few hours of individual study, and the expense brought within the pecuniary means of all.

☞ See Directions.

West Boylston, Dec. 16, 1831.

THE STENOGRAPHIC GUIDE.

OF THE STENOGRAPHIC ALPHABET.

THE stenographic alphabet is composed of twenty-one characters, which are extremely simple, easily made, and readily combined with each other without the loss of time, labour, space, or perspicuity. The alphabet is the first thing which demands the attention of the learner, the foundation on which the whole art is built, and on which all subsequent improvement will depend. Hence it is obvious that the characters, as well as the words which they represent, should be so indelibly fixed in the memory, as to be recollected without the least hesitation. The learner, being furnished with a small blank book without ruling, should commence by writing the characters of the alphabet, at the same time repeating to himself the letters and alphabetical words till the whole is familiar. Thus, A or E, (.) stands for ah, at, am, and; B, (ʌ) stands for be, by, been, but; D, (/) for do, does, did, done, &c.

During this exercise, the learner should endeavour to form the characters as nearly like those in the alphabet as possible, in length, proportion, and inclination, beginning and ending according to note (*), at the same time striving to increase the facility of execution as much as practicable.

THE STENOGRAPHIC ALPHABET,

With the several words represented by each character when standing alone.

Plate I.

Letters.	Characters.*	Alphabetical words.
A and E	•	ah, at, am, and.
B	9	be, by, been, but.
D	/	do, does, did, done.
F and V	\	for, of, off, if.
G and J	σ	God, give, go, gone.
H	9	have, he, had, him.
K and C	∩	keep, could, can, know.
L	9	Lord, all, let, like.
M	∩	man, me, my, may.
N	∩	not, an, in, no.
O and U	•	oh, on, out, ought.
P	9	put, power, up, upon.
Q	∩	quick, question, quite.
R	/	are, art, our, or.
S C and Z	—	so, his, is, as, us.
T	—	to, it, unto, the.
W	9	we, will, with, who.
X	/	except, accept, example.
Y and I	∩	ye, yet, you, your.
ch	Double consonants. }	which, much, each, such.
sh		she, shall, shame, should.
th		this, they, thou, that.
thr		there, either, their, therefore.



* The small dots placed near the characters, are to shew at which point the pupil should commence to form them. The circle is always made first to characters formed of circle and line; as, 6 9, &c.

RULES FOR USING THE CHARACTERS.†




1. When either of the alphabetical words, *are*, *art*, *our*, or, occur in writing, the common *r* should be made; but in combination with other consonants, the short-hand *r* should be employed.

Ex.‡	are, r	art, r	wander, wndr	master. m:tr
				

2. To express *rr*, begin with the short-hand *r*, and end with the common *r*.

Ex.	bearer, brr	error, err
		

But for all other double letters, make the line longer, or the circle larger




Ex.	gratitude, grttd	memory, mmry	people, ppl
			

† Each character has four distinct powers. They are employed—1st, To represent in their individual capacity either of those words annexed to them in the stenographic alphabet; 2nd, as letters, or representatives of sounds, to be combined in writing all words not denoted by individual characters; 3rd, for some of the most frequent prepositions; and 4th, for the most frequent terminations of words, which are annexed to them in the tables. See plates iv. and v.




‡ In all examples given in this way, the first line is the word, or sentence, in its literal form; the second and third indicate the manner it is spelt and written in short-hand.

RULES FOR SPELLING.




3. All words, except the alphabetical words, are to be spelt and written according to the sound of the letters, without any regard to orthography.

Ex.	empty, mt	excel, xl	facts, fx
			




4. Spell as you pronounce, then every silent letter will be omitted, and one letter will be frequently substituted for another.

Ex.	light, lit	Utica, utk	decay, dk
			




5. Omit all vowels in spelling, except when distinctly sounded at the beginning and end of words.

Ex.	end, nd	pay, pa	dogma, dgma
			




6. When two consonants of the same kind or sound come together without a vowel between them, only one is to be used.

Ex.	better, btr	suffer, sfr	latter, ltr
			



But if a vowel or diphthong intervene, use both.

Ex.	memory, mmry	people, ppl	sister, sstr
			

7. *i* and *o* may be omitted, as follows.

Ex. number,	slumber,	answer,
nmr	slmr	ansr
		




8. Let *k* or *s* supply the place of *e*, according to its sound.

Ex. common,	cinder,
kmm	sndr
	




9. Let *s* supply the place of *z* in all cases.

Ex. hazel,
asl





10. *ph* and *gh* are never written in short-hand, as they are always sounded like *f* or *v* when not silent, and therefore are represented by these characters.

Ex. enough,	Philadelphia,	Stephen,
enf	fldlia	stvn
		



11. The letters *cks* and *chs* may be called *x*.

Ex. flocks,	facts,	rocks,
fix	fx	rx
		

12. *h* and *g* may be frequently omitted, as follows.

Ex. highway,	help,	strength,
lwa	elp	strnth
		



13. The character for *ch* is used in spelling only when it has a natural sound, as in church, choice, charm, &c. But when *ch* has the sound of *k* or *sh*, let these characters be used.

Ex. character,	chaise,
krktr	shs
	

Remarks. Although this method of spelling may appear difficult to the beginner, he is assured that it may be made quite familiar in a few hours, and that without injuring his common spelling. To do this, pronounce words distinctly and rapidly, retaining for short-hand nothing but the most prominent sounds; as, *nv* for *envy*, *ntt* for *entire*, *ldr* for *elder*, *flsfr* for *philosopher*, &c.

RULES FOR JOINING CHARACTERS.

14. Make one letter as if no other were to be made, and then without lifting the pen make the next as if the first had not been made, observing to turn in that way which is the most simple and easy, but let the line always take the same direction from the circle.

Ex. w r g	l o s
	

15. The character for *w* may be made to incline upwards or downwards—that which is the most convenient to join the preceding or following character.

Ex. $\begin{array}{cc} w & f \\ \text{up} & \text{down} \end{array}$

Remarks. As the plan the pupil first adopts will soon become habitual, it is highly necessary that at the outset great attention should be paid to a regular form and combination of the characters. Notwithstanding this may a little impede his expedition at first, he will be shortly rewarded with the pleasure of being able to read his own writing without that hesitation which ill-formed characters will occasion; and moreover, to preserve a symmetry in their adaptation, on which the facility, as well as the beauty and elegance of this art, chiefly depend.

RULES FOR WRITING.

16. Provide a hard black-lead pencil, patent silver or steel pen, or the common pen made fine, good ink, and paper without ruling.

17. The pen is never lifted in writing, except to make a vowel, or sign of a preposition or termination.

18. When a vowel is to be written, if it be *a* or *e*, make a dot; but if *o* or *u*, make a comma; and if it belong to a particular word, let it stand near that word, at the right or left as the case may be; but if not attached to a word, give it the same room as any other character.

19. *y* and *i* are denoted by their respective characters, and joined as consonants.

Ex. might, sorry.
mit try

20. Those who do not wish to use numeral characters for numbers, may use common figures; but make them larger than the other characters, that they may be readily distinguished.

21. Make every part of a character, whether ascending or descending, of an equal breadth or thickness.

Remarks. In writing short-hand all awkward twisting or bending of the arm, which is so natural to beginners, should be carefully avoided. The pressure of the fingers upon the pen, the hand upon the paper, the arm upon the table or desk, should be as little as possible; while the motion of the pen should be made with the *fingers*, and not by the whole hand, otherwise in long and continued writing the wrist would be tired, and its progress greatly retarded.

























RULES FOR READING.

22. When a word is not known at sight, proceed to speak each letter of which it is composed separately and distinctly, and then pronounce the whole together as rapidly as possible; thus, *n, v*, when pronounced *nv*, would give the word *envy*; *n, t, l*, pronounced *ntl*, would give the word *entity*; *l, d, r*, would be *elder*; *f, l, s, f, r*, or *flsfr*, would be readily recognised as *philosopher*; and the same of all other words.

Remarks. Do not attempt to read your short-hand till you have rendered the characters by writing them tolerably familiar. The characters of this system are simple and few, and may soon be known at sight, like the letters of our common alphabet; and when this is the case, the sense of the subject will render the reading sure and easy.

Method of Joining the Letters, and forming easy Words.

Plate III.

emblem		mblm	seldom		slðm
elder		ldr	suffer		sfr
wisdom		wsdm	torrent		trnt
manner		mnr	viper		vpr
ruler		rlr	wonder		wndr
danger		dngr	utter		utr
curtain		krtm	serve		srv
godlike		gdlk	exalt		xlt
delay		dla	bent		bnt
elate		elt	envy		nv
impel		mpl	energy		nrg
sister		sstr	system		astm

OF THE PREPOSITIONS AND TERMINATIONS,

Or Beginnings and Endings of Polysyllables.

Although we are able to express intelligibly any word or sentence by a combination of the characters, as representatives of sound, yet, if all the words were to be written letter by letter, however complete the alphabet may be, it would be too tedious, and not answer the primary object proposed, which is that of keeping pace with a speaker; therefore, to abridge the labour of writing, the most essential prepositions and terminations have been introduced, as in these consists the chief power of language, and consequently the source of innumerable abbreviations. || These are extremely simple and easy, as the alphabetical characters are used to denote them; and the letter which each represents is the first consonant, or most natural expression for its respective prepositions and terminations. They are distinguished from consonants and from one another, according to the rules following. The prepositions and terminations should be committed to memory in the same manner as the alphabetical words.

|| There are more than seven thousand words in the English language beginning with one or other of these prepositions; and above eleven thousand words in the same tongue ending with one or the other of these terminations.

PREPOSITIONS, or Beginnings of long Words

Plate IV.

—	anti, ante, advan
—	{ con, contra, contri, contro
—	{ com, compre, compla, compli
—	dis, disin, discom, discon
—	affect, effect, afflict
—	aggra, aggre, aggri
—	misin, multi, miscon
—	inter, enter, intro, intru
—	pre, pri, pro, per
—	recom, recon, repre, repro
—	circum, signi, sub, sup, super
—	tran, trans, tempt, tempt
—	exer, exter, extra, extre

TERMINATIONS, or Endings of long Words. Plate

—	ble, able, ably, ible, ibl
—	dant, dent, duct
—	flict, full, fully, fference
—	ify, nify, ity, ize
—	ing, -ly, ong, ung
—	tial, aly, ly, less
—	mand, mend, ment
—	ance, ence, -cy, ant, en
—	ary, iry, ory
—	tion, § ation, ition, otion,
—	sive, ship, self, selves
—	tive, active, ective, uct
—	ward, wards, warded
—	act, ect, ict, uct
—	ate, ated, sionate, sion
—	eous, ious, uously, eou

§ The character for *tion*, &c. is not confined to these terminations alone, but is used for any other termination of the same sound, as *sion*, *tian*, &c.

Rules for distinguishing the Prepositions and Terminations

23. Place a comma under the preposition when it begins a word, without a nation.

Ex. anticipate,
antisept

enterprise,
enterpris



24. Place a period under the termination when it ends a word without a prepos

Ex. demand,
demand

merciful,
merciful



25. Place a period over a word when it has both a preposition and terminati

Ex. translation,
translation

combustible,
combustible



26. When a word has two terminations, the first must be spelt and the last denoted by its usual marks.

Ex. commandment,
commandment

recommendation,
recommendation



27. The termination *eth*, is indicated by a small scratch made through the last consonant.

Ex.

sitteth,
stethbelieveth,
blveth

Prepositions and Terminations exemplified.

Pl. VI. Prepositions in Italics.			Pl. VII. Terminations in Italics.		
entertain		<i>en!ertn</i>	abundant		<i>abndant</i>
enterprise		<i>enterprs</i>	merciful		<i>mr̄sful</i>
anticipate		<i>antispt</i>	nation		<i>nation</i>
transgress		<i>transgrs</i>	sing		<i>sing</i>
reconcile		<i>reconsl</i>	precious		<i>pr̄sious</i>
comprehend		<i>comprend</i>	demand		<i>dm̄and</i>
discompose		<i>discomps</i>	salvation		<i>slvation</i>
affected		<i>affected</i>	forward		<i>fr̄ward</i>
tempest		<i>tempst</i>	themselves		<i>th̄mselves</i>
disinter		<i>disintr</i>	possible		<i>psible</i>




Prepositions and Terminations in Italics.			Plate VIII.		
persecution		<i>persq̄tion</i>	aggregation		<i>aggregation</i>
affection		<i>affec-tion</i>	presumption		<i>pres̄m̄tion</i>
combination		<i>combn̄ation</i>	temperance		<i>ten̄prance</i>
combustible		<i>comb̄tible</i>	representative		<i>rep̄res̄ntive</i>
commodiousness		<i>comm̄dīousness</i>	translation		<i>trans̄lation</i>
compassionate		<i>comp̄ssionate</i>	recommence		<i>recom̄-ence</i>
discommend		<i>discom̄-mend</i>	circumference		<i>circum̄-ference</i>
discontentment		<i>discont̄ntment</i>	commission		<i>comm̄sion</i>
entertainment		<i>entert̄nment</i>	profession		<i>prof̄sion</i>

INSTRUCTION TO PROMOTE LEGIBILITY.




The learner may sometimes find it convenient, in writing proper names and words not in common use, to be more explicit in relation to vowels, diphthongal sonnets, and doubtful consonants; for which purpose the following rules are given. They will, however, be found less necessary, as the writing and reading become more familiar, and should only be used to prevent obscurity.

RULES.

28. To shew which of the vowels is omitted in the middle of words, place a comma over the word, as follows, thus: (,) for *a* or *e*; (') for *o* or *u*; for *i* or *y*, see rule 12.

Ex.	father,	creature,*	natural,
	fathr	kretr	naturl
			

29. For diphthongal sonnets, place the comma under the word, as follows: — for *ou*; — for *oy* and *oi*; — for *oa* and *oe*.




Ex.	sound,	broad,	boil,
			

30. In doubtful cases, let *d*, *v*, *g*, *thr*, be made heavier than *r*, *f*, *j*, *ss*.



* When a diphthong has the sound of a vowel, let the sign of the vowel be used, as in this case.

PUNCTUATION.



/ 1. Placed over a word, shews it to be the name of a person or place.

Ex.	Thomas,	Johnson,	Liverpool,
	thms	jnsn	lvprl
			



/ 2. Placed under a word, shows it to be a very unusual word, or very much abbreviated.

Ex.	peculiar,	misrepresent,
	pq	mr
		

— 3. Placed over characters, denotes them to be numeral characters.

Ex.	138,	1666,
		

— 4. Placed under a word or sentence, denotes its repetition.

Ex.	holy, holy,	from day to day,
		

∩ 5. Signifies a defect in writing—either that something is there omitted, or doubtfully expressed.

∩ 6. Mark of reference for marginal notes or observation.

∩ 7. Repetition of text, &c.

× 8. A period or full stop.

? ! 9. A note of interrogation or admiration by its usual mark.

10. I, eye,—11. viz.—12. &c.—13. ditto,

			
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FIGURES.

Those who may prefer numeral characters for numbers, instead of figures, may adopt the following, observing the same rules for joining, as in writing short-hand. See *Punctuation*, 3d.

0 1 2 3 4 5 6 7 8 9 10
o — / \ | ^ ~ () / ~

When any number is repeated, or expressed twice, a dot is placed over the character.

Ex. 133, 226, 100,
 . . .

But if a number is repeated three times, the dot is placed under the character.

Ex. 1333, 27779, 1000,
 . . .

EXERCISE 1.†—Part of Psalm viii.

Plate IX.

O Lord my God, in thee do I put my trust: save me from all them that persecute
o l m g n t d i p m trst sv m frm l thm th persqt

[23] me, and deliver me; 2. Lest he tear my soul like a lion, rending (24) it in pieces,
m a dlvr m lst h tr m sl l a ln rndng t n pes

(8) while there is none (2) to deliver. 3. O Lord my God, if I have done this; if
wl thr s nn t dlvr || o l m g f i h d th f

there be iniquity in my hands (12); 4. If I have rewarded evil unto him that was at
thr b nqity n m ans f i h rwarded evl t h th wa a

peace with me; yea, (18) I have delivered him that without cause is mine enemy; (19)
ps w m ya i h dlvr d h th wtht ks s mn nmy

5. Let the enemy persecute my soul, and take it; yea, let him tread down my life
l t nmy persqt m sl a tk t ya l h trd dn m lf

upon the earth, and lay mine honour [18] in the dust. Selah. [12] 6. Arise, O
p t rth, a la mn our n t dst. ala. ars o

Lord, in thine anger; lift up thyself, (24) because of the rage of mine enemies; and
l n thn ngr lift p thyself bks f t rg f mn nms a

† In this and the following exercises, the italic type indicates the prepositions and terminations of words.

‡ See *Punctuation*, 10.

|| See *Punctuation*, 8.

awake for me to the judgment (4) that thou hast commanded. 7. So shall the
 awk f m t t ggment th th ast comndd. s sh t

congregation (25) of the people (6) compass thee about; for their sakes, therefore,
 congrogation f t ppl comps t abt f thr aks thr

return thou on high. (4). 8. The Lord shall judge the people: judge me, O
 rtn t o hi. t l sh gg t ppl gg m o

Lord, according (6) to my righteousness, (19) and according to mine integrity that is
 l akrding t m righteousness, a akrding t mn ntgrity th s

in me. 6. O let the wickedness of the wicked come to an end; but establish the
 n m o l t wkdn f t wkdm km t n n d b stblsh t

just: for the righteous God trieth the hearts and reins.
 just f t righteous g treth t arts a rns.

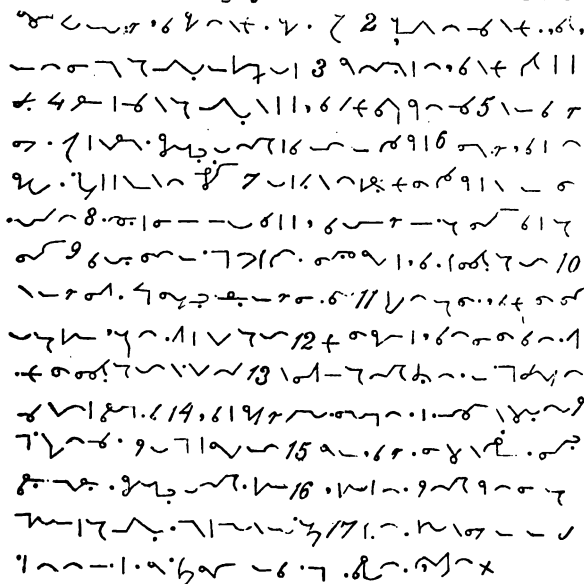
EXERCISE 2.—*Psalms* lxxxvi. See Plate x.

1. Bow down thine ear, O Lord, hear me: for I am poor and needy. 2. Preserve
 bw dn thn er o l hr m f i m pr a ndy presrv
 my soul, for I am holy. O thou, my God, save thy servant [24] that trusteth in
 m sl f i a oly o th m g sv thy srvant th trsteth n
 thee. 3. Be merciful unto me, O Lord: for I cry [8] unto thee daily. 4. Rejoice
 t b mrsful t m o l f i kry t t dly rgs
 the soul of thy servant: for unto thee, O Lord, do I lift up my soul. 5. For thou,
 t sl f thy srvant f t t o l d i lft p m sl f th
 Lord, art [1] good, and ready to forgive; and plenteous in mercy unto all them that
 l r gd a rdy t frgy a plnteous n mrsy t l thm th
 call upon thee. 6. Give ear, O Lord, unto my prayer; and attend [6] to the voice of
 kl p t g er o l t m pryr a atnd t t vs f
 my supplication. [25] 7. In the day of my trouble I will call upon thee: for thou
 suplication n t da f m trble i w kl p t f th
 wilt answer [7] me. 8. Among the gods there is none like unto thee, O Lord; neither
 w ansr m among t g thr s nn l t t o l nthr
 are there any works like unto thy works. 9. All nations whom [12] thou hast made
 r thr any wrks l t t wrks. l nations wnm th ast md
 shall come and worship before thee, O Lord; and shall glorify thy name. 10. For
 sh km a wrship bfr t o l a sh glrify thy nm f
 thou art great, and doest wondrous things: thou art God alone. 11. Teach me thy
 th r grt a dst wondrous things th r g aln tch m thy
 way, O Lord: I will walk [4] in thy truth; unite my heart to fear thy name. 12. I
 wa o l i w wk n thy trth unit m art t fr thy nm i
 will praise thee, O Lord, my God, with all my heart; and I will glorify thy name for
 w prs t o l m g w l m art a i w glrify thy nm f
 evermore. 13. For great is thy mercy toward me; and thou hast delivered my soul
 evrmr f grt s thy mrsy twrd m a th ast dlvr d m sl
 from the lowest hell. 14. O God, the proud are risen against me, and the assemblies
 frm t lwst el o g t prd r ran agnst m a t asmls

[7] of violent men have sought [10] after my soul, and have not set thee before them.
 f' vint mn h st afr m al a h n st t bfr thm
 15. But thou, O Lord, art a God full of compassion, and gracious [8]; long-suffering,
 b th o l r a g f compassion a grsious long sfring
 and plenteous in mercy and truth. 16. O turn unto me, and have mercy upon me:
 a plnteous n mrsy a trth o tra t m a h mrsy p m
 give thy strength [12] unto thy servant, and save the son of thine handmaid. 17. Shew
 g thy strnth t thy srvant a sv t sn f thn andmd sho
 me a token for good: that they which hate me may see it, and be ashamed; because
 m a tkn f gd th th ch at m m se t a b ashmd bks
 thou, Lord, hast holpen me, and comforted me.
 th l ast olpn m a comfrtd m

Eighty-sixth Psalm.

Plate X.



EXERCISE III.

Part of Lord John Russell's speech in the House of Commons, for the repeal of the Test and Corporation Acts. See plate xi.

Sir,—I have shown (7) that the acts (11) to which I have called the attention of the House, originated in circumstances (25) altogether different from those under which their burden is complained of, and their repeal sought (10) for. I have gone through the causes which occasioned [6] the enactment of the statutes; [2] I have enumerated the reasons that now exist for their abandonment; I have endeavoured to show [7] that so far from not inflicting any hardship [12] on the body against whom they are directed, they are in fact the cause of great mischief and injustice, and produce a

correspondent degree of irritation, on the minds of the parties aggrieved by them. I have shown or attempted to show that these laws [15] are founded on principles of persecution; that they inflict very serious grievances on a large proportion of our population; that in their spirit and operation they are totally at variance with the improved state of our own legislation in relation to these matters, both in Scotland and Ireland; and that they are diametrically opposed to the legislation of all liberal and enlightened [10] Christian [13] countries. Sir, I think an alteration in these laws are most loudly called for, and most imperatively demanded at our hand: rather as their repeal will tend to render the dissenters more attached to the Constitution, and more willing to bear with cheerfulness their proportion of the burdens imposed on them for the maintenance of the church and state, [2] great as these burdens most undoubtedly are. I advocate the repeal of these laws, because I am convinced that their abolition will materially tend to allay the bitterness of party and religious feeling, and contribute to the promotion of harmony and good will among the different classes of his majesty's subjects!† But, sir, I urge the repeal of these enactments, because I am satisfied that it will suit the tone and spirit of the time. It will be better to consent to the repeal of these enactments, than to permit the existence of those angry yet inefficient and impracticable laws which are a disgrace to the statute book.

Majority for the motion, 44.

* See punctuation 1st.

† See punctuation 9th.

LORD RUSSELL'S SPEECH

Plate XI.

Handwritten text in a cursive script, likely a transcription of Lord Russell's speech. The text is arranged in two main columns, with some lines starting with a large 'V' or 'U' character. The script is dense and flowing, typical of 19th-century handwriting.

Handwritten text at the bottom right, possibly a signature or a reference number.

EXERCISE IV.—*Extract from President Washington's Speech to the First American Congress, April 30, 1789. See plate xii*

"With the impressions under which I have, in obedience to the public summons, repaired to the present station, it would be peculiarly improper to omit, in this first official act, my fervent supplications to that Almighty Being who rules over the universe, who presides in the councils of nations, and whose providential aids can supply every human defect, that his benediction may consecrate to the liberties and happiness of the people of the United States, a government instituted by themselves; and may enable every instrument employed in its administration, to execute with success the functions allotted to his charge. In tendering this homage to the Great Author of every public and private good, I assure myself that it expresses your sentiments not less than my own; nor those of my fellow-citizens[9] at large less than either. No people can be bound to acknowledge and adore the invisible hand which conducts the affairs of men, more than the people of the United States. Every step by which they have advanced to the character[13] of an independent nation, seems to have been distinguished by some token of providential agency. And in the important revolution just accomplished in the system of their united government, the tranquil deliberation and voluntary consent of so many distinct communities, from which the event has resulted, cannot be compared with the means by which most governments have been established, without some return of pious gratitude along with an humble anticipation of the future blessings which the past seem to presage. These reflections, arising out of the present crisis, have forced themselves too strongly on my mind to be suppressed. You will join with me, I trust, in thinking that there are none, under the influence of which the proceedings of a new and free government can more auspiciously commence.

"By the article establishing the executive department, it is made the duty of the President 'to recommend to your consideration such measures as he should judge necessary and expedient.' The circumstances under which I now meet you will acquit me from entering into that subject, further than to refer you to the great constitutional charter under which we are assembled, and which, in defining your powers, designates the objects to which your attention is to be given. It will be more consistent with those circumstances, and far more congenial with the feelings which actuate me, to substitute, in place of a recommendation of particular measures, the tribute that is due to the talents, the rectitude, and the patriotism, which adorn the characters selected to devise and adopt them. In these honourable qualifications I behold the surest pledges, that as on one side no local prejudices or attachments, no separate views nor party animosities, will misdirect the comprehensive and equal eye which ought to watch over this great assemblage of communities and interests,—so, on another, that the foundation of our national policy will be laid in the pure and immutable principles of private morality; and the pre-eminence of a free government be exemplified by all the attributes which can win the affections of its citizens, and command the respect of the world.

"I dwell on this prospect with every satisfaction which an ardent love for my country can inspire; since there is no truth more thoroughly established, than that there exists in the economy and course of nature an indissoluble union between virtue and happiness—between duty and advantage—between the genuine maxims of an honest and magnanimous policy, and the solid rewards of public prosperity and felicity. Since we ought to be no less persuaded, that the propitious smiles of Heaven can never be expected on a nation that disregards the eternal rules of order and right, which Heaven itself has ordained. And since the preservation of the sacred fire of liberty, and the destiny of the republican model of government is justly considered as deeply, perhaps as finally staked, on the experiment entrusted to the hands of the American people.

Instead of undertaking particular recommendation, in which I could be guided by no lights derived from official opportunities, I shall again give way to my entire confidence in your discernment, in pursuit of the public good; for I assure myself that whilst you carefully avoid every alteration which might endanger the benefits of an united and effective government, or which ought to await the future lessons of experience, a reverence for the characteristic rights of freemen, and a regard for the public harmony, will sufficiently influence your deliberation on the questions, how far the former can be more impregably fortified, or the latter be safely and more advantageously promoted.

Having thus imparted to you my sentiments, as they have been awakened by the occasion which brings us together, I shall take my present leave; but not without resorting once more to the benign Parent of the human race, in humble supplication, that since he has been pleased to favour the American people with opportunities for deliberating in perfect tranquility, and dispositions for deciding with unparalleled unanimity, on a form of government for the security of their union, and the advancement of their happiness; so his divine blessing may be equally conspicuous in the enlarged views, the temperate consultations, and the war measures, on which the success of this government must depend."

[illegible]

PART II.

SHORT-HAND SHORTENED.

THE preceding system is complete in itself, and has no dependence on the following rules. The learner, therefore, should have nothing to do with *short-hand shortened*, till he is quite familiar with *short-hand*. He may then increase his facility of writing, by adding other links to the chain of abbreviations, without weakening those which precede.

Notwithstanding the instruction here given is considered sufficient, still the learner may, upon the same plan, go much further by the use of other stenographic letters above or below the line; and all this without material encroachment upon the fundamental principles of the system; but it is no more necessary to the common stenographer, than conic sections or fluxions to the humble arithmetician.

RULES.

1. Make a horizontal touch, — above the line of writing for *and the or by the*; and the same touch, — below the line, for *in the or of the*.
2. Make two dots, .. above the line of writing, for *for the or from the*; and the same, .. below the line, for *with the or was the*.
3. Make a circle, ° above the line, for *over or above*; and the same, ° below the line, for *under, beneath, below*.

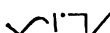
4. Place the circle over or under words for the prepositions over or under.

Ex. overwhelm, moreover, undertake,
 overwlm mrover undertk



5. When two words of a *contrary* signification come together, with a word or two between them, write first the *contrary* word, and afterwards express the *opposition* by drawing a line, thus !

Ex. good and bad, day and night, from the east to the west,



When two words come together denoting the difference of *sex*, write as above. Ex. *he* and *she*, *male* and *female*, *man* and *woman*. Or if two corresponding terms of *relation* fall together, they are signified in the same way. Ex. *husband* and *wife*, *father* and *mother*, *parents* and *children*, *son* and *daughter*, &c.

6. When a word is repeated, and not repeated till something else occurs, write down a word or two and make the mark for &c.

SHORTENING RULES,

For enabling the writer to follow the most rapid speaker.

7. The first word or two of every sentence should be written very plain and intelligible. This will secure a connection, and render the whole sentence easy to be read, though much abbreviated in the latter part.

8. The articles *a*, *an*, and *the*, and the sign of the genitive case, *of*, may be always omitted.
9. The first consonant and termination of a word is often sufficient to express the whole.
10. In many cases the terminations are such that no mark need be made for them.
11. Many words may be expressed by two or three of their leading consonants, or by their initials where the sense is clear; and in most long sentences a number of small words may be dropped without impairing the perspicuity of the sentence.
12. The sign of the plural of nouns, together with *s*, *eth*, *ed*, and *est*, terminations in the tenses of verbs, may be omitted.
13. Such words as are usually abbreviated in long hand, may be abbreviated in sh.h.
14. Poetic contractions may also be made use of: as *morn* for *morning*, &c.
15. Some compound words may be written singly, thus; *with out*, *with draw*, *child hood*, &c.

ARBITRARIES.

The following are a few arbitrary (or contracted) characters, which may be used at the option of the pupil.

Plate XIII.

15. ① the world	27. = equal
16. + Jesus Christ	28. ± United States
17. ≠ Christianity	29. // altogether
18. × Christian religion	30. / divided, broken
19. ° before	31. ✕ undivided, unbroken
20. — after	32. ✓ distinguish-ed-ing
21. √ unnecessary, superfluous	33. T understanding
22. ✕ unnatural, uncommon	34. ∩ angel, archangel
23. // together	35. @ around, about
24. ↗ heaven-ly	36. ? roundabout, round
25. ○ nothing	27. ⊖ through
26. ⊙ something	38. ⊕ throughout

EXERCISE I.*—1st Chapter of Genesis.—See Plate xiv.

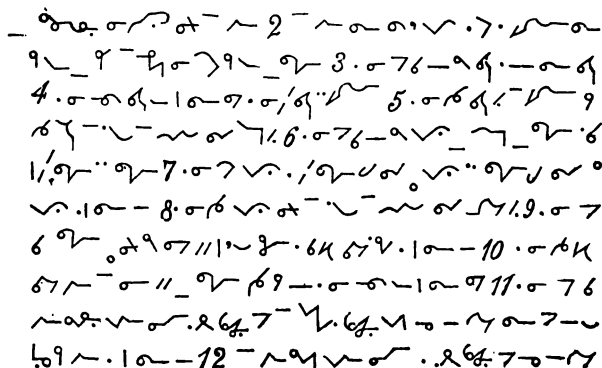
1. In the [1] beginning God created the [8] heavens [24] and the [1] earth. 2. And the earth was *without* [14] form, and void; and darkness was upon the face of the deep: and the spirit of [8] God moved upon the face of the waters. 3. And God said, let there be light: and there was light. 4. And God saw the light, that it was good: and God divided [30] the light from the [2] darkness. 5. And God called [11] the light day, and the darkness he called night: and the evening [13] and the morning [13] were the first day. 6. And God said, let there be a [8] firmament in the midst of the waters, and let it divide [30] the waters from the waters. 7. And God made the firmament, and divided the waters which were under [3] the firmament from the waters which were above [3] the firmament: and it was so. 8. And God called the firmament *heaven*; and the evening and the morning were the second day. 9. And God said,

* The references in this exercise refer only to the instruction given in Part II.; and the italic type distinguishes such words and parts of words as are abbreviated according to the rules therein given.

let the waters under the heaven be gathered together [23] unto one place, and let the dry land appear: and it was so. 10. And God called the dry land earth, and the gathering together of the waters called he seas: and God saw that it was good. 11. And God said, let the earth bring forth grass, the herb yielding seed, and the fruit tree yielding fruit after [24] his kind, whose seed is in itself, upon the earth: and it was so. 12. And the earth brought forth grass, and herb yielding seed after his kind, and the tree yielding fruit, whose seed was in itself, after his kind: and God saw that it was good. 13. And the evening and the morning were the third day. 14. And God said, let there be light in the firmament of the heavens, to divide the day from the night; and let them be for signs, and for seasons, and for days, and years. 15. And let them be for lights in the firmament of the heaven, to give light upon the earth: and it was so. 16. And God made two great lights; the greater light to rule the day, and the lesser light to rule the night: he made the stars also. 17. And God set them in the firmament of the heaven, to give light upon the earth. 18. And to rule over the day, and over the night, and to divide the light from the darkness: and God saw that it was good. 19. And the evening and the morning were the fourth day. 20. And God said, let the waters bring forth abundantly the moving creature that hath life, and the fowl that may fly above the earth in the open firmament of heaven. 21. And God created great whales and every living creature that moveth, [11] which the waters brought forth abundantly after their kind, and every winged fowl after his kind: and God saw that it was good. 22. And God blessed them, saying, be fruitful, and multiply, and fill the waters in the seas, and let the fowl multiply in the earth. 23. And the evening and the morning were the fifth day. 24. And God said, let the earth bring forth the living creature after his kind, cattle, and creeping things and beast of the earth after his kind, and it was so. 25. And God made the beast of the earth after his kind, and the cattle after their kind, and every thing that creepeth upon the earth after his kind: and God saw that it was good. 26. And God said, let us make man in our image, after our likeness; and let them have dominion over the fish of the sea, and over the fowl of the air, and over the cattle, and over all the earth, and over every creeping thing that creepeth upon the earth. 27. So God created man in his own image, in the image of God created he him; male and female [5] created he them. 28. And God blessed them, and God said unto them, be fruitful, and multiply, and replenish the earth, and subdue it: and have dominion over the fish of the sea, and over the fowl of the air, and over every living thing that moveth upon the earth. 29. And God said, behold I have given you every herb bearing seed, which is upon the face of all the earth, and every tree, in the which is the fruit of a tree yielding seed: to you it shall be for meat. 30. And to every beast of the earth, and to every fowl of the air, and to every thing that creepeth upon the earth wherein there is life, I have given every green herb for meat: and it was so. 31. And God saw every thing that he had made, and behold, it was very good. And the evening and the morning were the sixth day.

1st Chapter of Genesis.

Plate XIV.



13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31.

MISCELLANEOUS INSTRUCTION.

The pupil should accustom himself to write short-hand small and neat, and not be too anxious to write expeditiously before the rudiments of the art are permanently fixed in the mind.

The first great object proposed by short-hand is, to commit words

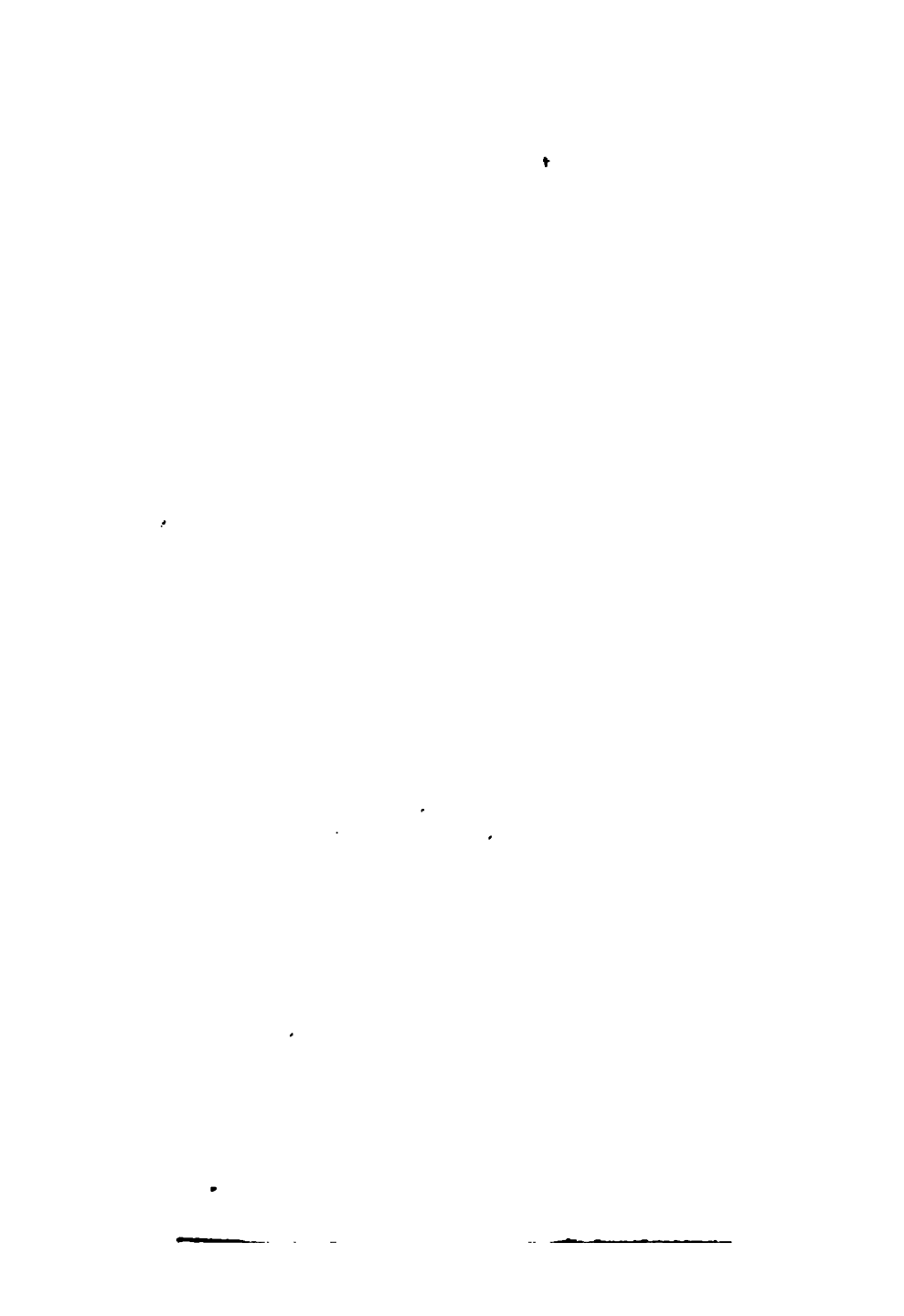
to paper with the least possible time and labour; therefore, in writing, the less expression there is the better for the sake of brevity, which justifies the greatest omissions, provided what is left be intelligible. Though the omission of vowels and the abbreviation of words may for a while present difficulties to the learner, still he should not be discouraged, nor hence infer that the system is incomplete, or the art unattainable, even if he should not be able at first to read his own writing without hesitation. For with the same propriety might the young reader condemn and abandon the use of the common alphabet, because he cannot at once read elegantly; the young musician discard his notes, or the young mathematician his elements of Euclid. Let him, therefore, persevere; and when he has become a little more accustomed to writing, abbreviating will become natural, and habit will render reading perfectly easy.

Nor is it to be supposed that a person can record the language of a public speaker, without the aid of previous practice. To turn this necessary practice to the best possible account, the learner who is desirous to improve in useful knowledge, should procure a person to read such facts and items of information as may be considered immediately interesting or worthy of future perusal, with much deliberation, while he records them in a common-place book—the reader increasing in speed as he finds the writer's ability to follow him increased. By this method he will become familiarized with the manner of following a voice, and will overcome that confusion which creates an impediment to prompt execution in a practitioner's first attempts to write after a public speaker. Thus pursuing this course repeatedly, he may in a short time note down with the utmost exactness whatever is spoken in public, for his future gratification and instruction.

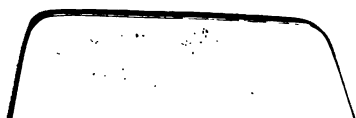
Directions.—The learner should begin with the alphabet, and study each column successively; and when the rudiments of the art are well understood, go on to copy the contents of the several plates in their progressive order, carefully comparing every doubtful character with the rules and explanations, till the whole system is familiar. The compiler of this chart has deemed it proper to number the rules uniformly through the different classes, in order to preserve a symmetry of reference.

Every obscure and ambiguous word that occurs in the exercises here given, is rendered perspicuous and easy in the following manner. (See plate ix.) The figures 23, placed after the word *persecute*, refer to rule 23, which indicates that the character for the preposition is distinguished by a comma placed under it; the figure 8, placed after *pieces*, refers to rule 8, which shews that *s* sometimes supplies the place of *c*, as in this case; 2, after *none*, refers to rule 2, which denotes the formation of double letters; the same of the other words.









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